

CHULA VISTA POLICE DEPARTMENT SECONDHAND DEALER RENEWAL REQUIREMENTS

The following information must be provided prior to the approved renewal of your application. After obtaining the required information and documents indicated, the application will be accepted at the Chula Vista Police Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a **30 day investigation period** beginning from the date the application is received.

ALL FEES ARE NON REFUNDABLE

YOU MAY NOT OPERATE IN THE CITY OF CHULA VISTA WITHOUT A VALID CITY BUSINESS LICENSE AND A POLICE CONTROLLED LICENSE/PERMIT

- Application for Secondhand Dealer or Pawnbroker License (JUS125)
Contact Department of Justice (916) 227-3688 for application and live Scan form.
- Money Order or Cashiers Check for \$10.00, Payable to the Department of Justice (DOJ) for processing State License. ******Note: For licenses that are not current, additional fees are added. For every two years not renewed from original expiration date, an additional \$10.00 fee shall be added per two years past.**
- Cash, Check, Credit Card or Money Order in the amount of \$15.00, payable to the City of Chula Vista.
- Two (2) 1" X 1" photos taken within the last six months.
- Copy of Governmental issued picture I.D. (Driver's License, California I.D., etc.)
- Signed Blue Permit card. (Available at the Front Counter when submitting application package)
- Copy of paperwork from Finance Dept. for City Business License.
- If business has multiple owners each business owner is required to complete separate renewal form.

Secondhand Dealer Permit from Department of Justice is valid for **two years** from date of issue.

The Police Controlled License/Permit issued by the Chula Vista Police Department is valid for **two years**.

Please contact (619) 691-5244 if you require additional information.